

<b>IT POLICY LETTER</b>	NUMBER: <b>ITPL 10-XX</b>
SUBJECT: <b>POWER MANAGEMENT AND SHUTDOWN</b> <b>EMPHASIS:</b> Reductions in energy consumption and greenhouse gas emissions	DATE ISSUED: XXX XX, 2010
	EXPIRES: Until Rescinded
REFERENCES: Government Code Section 11545 Management Memo 09-04 and the Standard Operating Efficiency Procedures Executive Order S-03-10 State Administrative Manual, Sections 4819.2 and 4819.31	ISSUING AGENCY: OFFICE OF THE STATE CHIEF INFORMATION OFFICER

<b>DISTRIBUTION</b>	Agency Secretaries	Department Directors
	Agency Chief Information Officers	Department Chief Information Officers

**PURPOSE** To further the Legislative intent of the Global Warming Solutions Act (AB 32) and Government Code Section 11545(b)(3), the purpose of this Information Technology Policy Letter (ITPL) is to reduce energy consumption by state agencies<sup>1</sup> thereby reducing greenhouse gas emissions, and to minimize overlap, redundancy and cost in state operations by promoting the efficient and effective use of information technology (IT). In addition, this policy reinforces the intent of Management Memo 09-04 in applying energy efficient management practices during normal and emergency operations, and supports the compliance reporting requirement included in Executive Order (EO) S-03-10.

Specifically, this ITPL:

- Establishes a policy for California state government which requires power management and shutdown of desktop and mobile computing devices, thin client devices, printers, copiers, scanners, and monitors.
- Establishes a requirement of compliance reporting by departments.
- Defines exemptions to this policy.

**POLICY** Agencies shall implement power management practices on all desktop and mobile computing devices, thin client devices, printers, copiers, scanners, and monitors. During hours of normal operation, devices which are not in use for 30 minutes shall automatically go into an energy-saving mode. Devices shall be shutdown at the end of the normal business day.

In addition, agencies shall fully implement power management software, as

<sup>1</sup> When capitalized, the term "Agency" refers to one of the state's super agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office, department, board, bureau, commission or other organizational entity within state government. Within this ITPL, "agency" and "department" are used interchangeably.

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well as standby and shutdown practices for all devices within the scope of this policy by December 31, 2010.

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**EXEMPTIONS**

Any exemption to this policy must be approved in writing by the Agency Chief Information Officer (Agency CIO) or the department's Chief Information Officer (CIO). Exemptions are limited to:

- Devices which must remain in active mode to meet state operational needs. An example of a valid exemption would be a desktop computer and monitor utilized to manage batch programs 24 hours per day, seven days per week.
  - Facilities with electrical service bundled-in with facility lease contracts where state entities would not likely receive offsetting benefits from acquiring power management software. In this instance, compliance can be achieved through the use of standard operating systems functionality (e.g., Windows).
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**PROCEDURES**

Consistent with the compliance reporting requirements included in EO S-03-10, Agency CIOs and CIOs shall include the energy reduction information with their Infrastructure Consolidation Program (ICP) Scorecard data. Information regarding ICP Scorecard reporting is provided in ITPL 10-XX.

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**APPLICABILITY**

This policy applies to all desktop and mobile computing devices, thin client devices, printers, copiers, scanners, and monitors used for California State government operations unless otherwise exempt.

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**DEFINITIONS**

For this policy, the following definitions apply:

- "Power Management" is a feature of some electrical appliances, especially copiers, computers and computer peripherals such as monitors and printers, which turns off the power or switches the system to a low-power state when inactive.
  - "Shutdown" is turning the power off in a controlled manner.
  - "System standby" (aka "sleep mode") refers to a low power mode for electronic devices such as computers, televisions, and remote controlled devices. These modes save significant electrical consumption compared to leaving a device fully on and idle but allow the user to avoid having to reset programming codes or wait for a machine to reboot.
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**SAM CHANGES**

The State Administrative Manual (SAM) Sections 4819.2, Definitions, and 4819.31, Basic Policy, will be updated to include the changes discussed in this ITPL. An advance copy of the SAM updates is included as Attachment A.

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**CONTACT**

Questions concerning this policy should be directed via email to Carol Kelly, Project Director, Consolidation, Office of the State Chief Information Officer at [carol.kelly@state.ca.gov](mailto:carol.kelly@state.ca.gov).

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**SIGNATURE**

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Teri Takai,  
Chief Information Officer  
State of California

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DRAFT

## 4819.2 DEFINITIONS

(Revised xx/10)

Power Management. A feature of some electrical appliances, especially copiers, computers and computer peripherals such as monitors and printers, which turns off the power or switches the system to a low-power state when inactive.

Shutdown. Turning the power off in a controlled manner.

System Standby. A low power mode for electronic devices such as computers, televisions, and remote controlled devices (aka “sleep mode”). These modes save significant electrical consumption compared to leaving a device fully on and idle but allow the user to avoid having to reset programming codes or wait for a machine to reboot.

**Note:** The new addition to SAM Section 4819.31 is item #11. Items #1 through 10 remain unchanged.

## 4819.31 BASIC POLICY

(Revised xx/10)

11. Agencies shall implement power management practices on all desktop and mobile computing devices, thin client devices, printers, copiers, scanners, and monitors. During hours of normal operation, devices which are not in use for 30 minutes shall automatically go into an energy-saving mode. Devices shall be shutdown at the end of the normal business day.

In addition, agencies shall fully implement power management software, as well as standby and shutdown practices for all devices within the scope of this policy.

Exemptions must be approved in writing by the Agency Chief Information Officer (Agency CIO) or the department’s Chief Information Officer (CIO). Exemptions are limited to:

- Devices which must remain in active mode to meet State operational needs. An example of a valid exemption would be a desktop computer and monitor utilized to manage batch programs 24 hours per day, seven days per week.
- Facilities with electrical service bundled-in with facility lease contracts where state entities would not likely receive offsetting benefits from acquiring power management software. In this instance, compliance can be achieved through the use of standard operating systems functionality (e.g., Windows).